


SECURITY INFORMATION

Policies & Procedures

Approved For Release 2001/04/09 : CIA-RDP79-00232A000100010010-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Personnel Director **CONFIDENTIAL** DATE: 26 December 1951

FROM : 

SUBJECT: Escorting of Visitors in North Building 25X1A9a

1. There seems to be a difference in policy so far as escorting visitors from the reception desk to various offices within North Building is concerned. When you and I last discussed this matter you indicated that all visitors should be escorted by someone from the reception desk to whomever they are visiting.
2. Perhaps your office would want to send a memorandum to whatever individuals are concerned in this matter.

 1A9a

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 3 NO CHANGE
 IN CLASS / DECLASS / CLASS CHANGED TO: TS S 6 EXT. JUST. 22
 NEXT REVIEW DATE: 84 16-5-79 REVIEWER: 32936 TYPE DOC. C2
 NO. PGS: 1 CREATION DATE: _____ ORG COMB: 32 CPT: _____ ORG CLASS K
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

ORIGINAL CLBY 61796
☐ DECL ☐ REVW ON 16-5-89
 EXT BYND 6 YRS BY Sm
 REASON 30(3)

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SECURITY INFORMATION
RESTRICTED

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UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
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FROM		INITIALS	DATE				
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<div><input type="checkbox"/> APPROVAL</div> <div><input type="checkbox"/> ACTION</div> <div><input checked="" type="checkbox"/> COMMENT</div> <div><input type="checkbox"/> CONCURRENCE</div> <div><input type="checkbox"/> INFORMATION</div> <div><input type="checkbox"/> DIRECT REPLY</div> <div><input type="checkbox"/> PREPARATION OF REPLY</div> <div><input type="checkbox"/> RECOMMENDATION</div> <div><input type="checkbox"/> SIGNATURE</div> <div><input checked="" type="checkbox"/> RETURN</div> <div><input type="checkbox"/> DISPATCH</div> <div><input type="checkbox"/> FILE</div>							
REMARKS: <i>Pls determine how "Secret service" is now being accomplished. If none - suggest you call [redacted] & tell him our problems. Should be</i>							

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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FROM		INITIALS	DATE
1		JBR	12/29/57
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☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS: Please review & return as soon as possible. Let's discuss it at next Unit staff meeting. JBR

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